

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 36-2225**

**AIR FORCE MATERIAL COMMAND**

**Supplement 1**

**25 JUNE 2004**

**Personnel**

**SECURITY FORCES TRAINING  
AND STANDARDIZATION EVALUATION  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/MSFOT  
(Capt Mark Michalek)  
Supersedes AFI36-2225\_AFMCSUP1,  
20 Dec 2001

Certified by: HQ AFMC/MSF  
(Col Cheryl L. Dozier)  
Pages: 3  
Distribution: F

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This supplement expands on the guidance in the Air Force instruction, applies to all organizations within AFMC, and delineates specific responsibilities. It does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This supplement supersedes AFI 36-2225\_AFMCSUP1, 20 Dec 2001.

**AFI 36-2225, 2 May 2002, is supplemented as follows:**

1.3.5.10. (Added) List AFI and this supplement as a compliance document in performance work statements for contract security forces.

1.4.3.1. (Added) When ancillary training requirements can be met by test-before-training (TBT) evaluations coordinate with local ancillary training offices of primary responsibility to develop TBT. Persons successfully completing TBT will receive credit for the ancillary training.

1.5.1. Newly assigned NCOIC of SF training must contact HQ AFMC/MSFOT within 30 days of assignment in order to schedule required training.

1.7.5. (Added) Formal Training. Units receiving quotas for formal training courses are required to fill the quota by providing all pertinent student information to HQ AFMC/MSFOT NLT 45 days before the class start date for all courses identified by the prefix L3 (i.e. L3AZAR3P071 021), and NLT 90 days before class start date for all courses identified by prefix L5 (i.e. L5AZA3P071 013). Failure to adhere to this timeline will result in the unit losing the quota.

1.7.5.1. (Added) Units may substitute names NLT 20 days before class start date for L3 courses and NLT 75 days before class start date for L5 courses. Any exception to this policy will require a memorandum from the SF Commander to HQ AFMC/MSFOT justifying the substitute.

1.7.5.2. (Added) Units are not authorized to go direct with course directors, other MAJCOMs, or sister services to schedule formal training. Units are required to coordinate all training matters through HQ AFMC/MSFOT.

1.8.4.10. (Added) Documentation of Training Requirements. The use of automated products is encouraged.

1.10. (Added) **FBI National Academy.** Applicants to the FBI National Academy must submit packages in accordance with AFCAT 36-2223 located at <https://etca.randolph.af.mil> to HQ AFMC/MSFOT, Building 266, Room N208, 4225 Logistics Avenue, Wright-Patterson AFB OH 45433-5760. Packages must be submitted 30 days prior to the selection board for the respective year. Board selections are made a year in advance.

2.1. **Training Concept.** The “Typical Hours Per Year” identified in Tables 2.1 and 2.2 are a guide. Training of required skills is taught to the appropriate “standard” identified in the CFETP. Training may take more or less time than that identified in the tables. The key is to ensure that personnel are trained to the appropriate standard. This is also true with the Practical Application of Skills Field Training Exercise (FTX) item. The FTX should be long enough to allow for application and evaluation of skills. The FTX should be conducted all at once, but may be broken down into shorter sessions if manning and mission dictate. A portion of the FTX must be conducted during night operations.

**Table 2.1. Common Ground Combat Skills Training.**

All Terrain Vehicle (ATV) Refresher Training (See Note 1)	2.0 hours
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**NOTE:** (Added) Previously certified ATV operators who have not operated an ATV within the previous 12 months will go through a locally devised ATV refresher course, to include hands-on training given by a certified ATV Instructor prior to operating an ATV. All ATV operators are required to have a Specialty Vehicle Institute of America (SVIA) issued ATV Safety Institute (ASI) card for course completion to operate government owned ATVs. Operators should carry the SVIA completion card on them while operating ATVs.

3.3.1. CSF will decide locally, (with recommended consultation between the SFM and Stan-Eval section), whether the functional area or work center should include on-duty SF Flights or the SF Flight Operations staff office only, or both. Designating the SF Flight Operations staff office as the consolidated SFO work center may be the easiest approach for meeting this requirement in most cases, decreasing burdens upon SF Flights, especially during extended FPCONs. The size of the unit and type of AFMC center mission assigned are key considerations in assessing the delineation of this requirement.

3.3.4. Recommend each functional area or work center make available all applicable process guides, checklists, or other locally established compliance/evaluation criteria to the Stan-Eval Section.

3.4.3.1. (Added) Stan-Eval requirements for Individual Mobilization Augmentees (IMAs) shall be the same as their active duty counterparts. Conduct Stan-Evals on IMAs in each duty position they will be required to perform.

3.4.3.2. (Added) AFMC Security Forces units who deploy personnel in support of AEF or command directed taskings, that prohibit expedient re-certification to non-nuclear, non-critical posts within a 30-day period are automatically approved for a 60-day window for re-certification, as validated by the supervisor. An entry in the member's training records (AF Form 623a) based upon supporting documentation (orders, paid travel voucher, etc.,) are sufficient for meeting this criteria. There are no critical duty position extensions for personnel whose qualification expires during a TDY. Units with nuclear and non-nuclear critical posts should plan to have sufficient numbers of personnel certified to avoid the impact of extended TDYs, AEF taskings, or other deployment support upon critical posting.

3.5.1.1. (Added) As a minimum, inspection reports should include how the inspections were conducted; what was found; recurring or previously identified problems, if they still exist; projected close-out dates; recommended corrective actions; trends noted; and the resulting actions. Inspection reports must be available for review during higher headquarters reviews and staff assistance visits.

3.6.3. Review training is also required if a supervisor determines that a member is deficient in duty performance or job knowledge. The same procedures used for Stan-Eval failures should apply.

3.8.2. A locally devised method, i.e., asterisk, upper case letters, etc., will be used to identify critical tasks.

CHERYL L. DOZIER, Colonel, USAF, Chief Security Forces  
Directorate of Mission Support